

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/28**

OPEN TO: All interested candidates

POSITION: **Occupational Health Unit Director (Physician), FSN-12; FP-3 ***
(*Position Grade FP-03 will be confirmed by Washington)

OPENING DATE: November 01, 2011

CLOSING DATE: November 15, 2011

WORK HOURS: Part-time, 20 hours/week

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds

ANNUAL SALARY: **US\$76,219.00** (Starting salary for a 40-hour work week) - applicable to:

- U.S. Citizen EFM; and
- At least 18 years old; and
- Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
- Does not receive a Foreign Service or Civil service annuity.

US\$65,413.00 (Starting salary for a 40-hour work week) - applicable to:

- Non-U.S. Citizen EFM, MOH with SSN number; or
- U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
- U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
- EFM hired under PSA mechanism; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.

US\$51,184.00 (Position Grade: FSN-12 (ERR) - Starting salary for a 40-hour work week) - applicable to:

- U.S. Citizen employees who are not EFM, MOH listed above; and
- Not holder of diplomatic passport; and is a local resident; and
- Is subject to the host country employment and tax law; and
- Has the required visa, residency permit and work permit in order to work legally in the host country.

US\$51,184.00 (Position Grade: FSN-12 (ERR) - Starting salary for a 40-hour work week) - applicable to:

- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
- Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Occupational Health Unit Director (Physician) position in its Management Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as a medical professional in the Occupational Health Unit at the Consulate General under the administrative supervision of the Management Officer and the functional supervision of the Foreign Service Health Practitioner in Hanoi. Incumbent will provide professional medical services and has overall responsibility for the health care, medical orientation, physical examination, and immunization program for HCMC American employees. Incumbent will be responsible for providing supportive care and treatment within the scope of the available local facilities, identifying serious

medical conditions and making immediate referrals, maintaining medical records, conducting health education programs for the community, providing health information, and liaising with local health care providers. Incumbent will also be responsible for the timely requisitioning of medications, immunizations, health kits, and other supplies, materials, and equipment necessary for the Consulate health program in the country.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. M.D. collegiate degree, completion of an approved internship, and a license to practice medicine acceptable in the host country and comparable to requirements in the United States are required.
2. Must have at least six years of progressive experience in the medical field and formal residency training.
3. Knowledge in the use of medical office equipment as well as in conducting vision screening, blood pressure testing and other medical procedures are required. Must be able to participate in continuing professional study and attendance at workshops to update medical knowledge.
4. Must possess primary care medical skills and emergency medical skills both for adults and pediatric patients. Must be sensitive to the needs of patients and maintain the trust and confidence of employees and their dependents by maintaining confidentiality.
5. Must have Word processing skills (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: NOVEMBER 15, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)